

Henderson County Schools Transportation Department

5675 Airline Road

Henderson, Ky 42420

Phone: (270) 831-5120

Fax: (270) 831-5122

Mailing Address:

ATTN: Transportation

1805 Second St.

Henderson, Ky 42420



Overnight and Out of District School Bus Trip Guidelines

During overnight school bus trips and out of district bus trips, all adults have to understand the seriousness of their responsibilities and the legal liabilities in supervision. The adults must have knowledge of where students are at all times and must be in close proximity to the students.

- All KHSAA guidelines and board policies should be adhered to.
- All sponsors and head coaches should ride on the bus with the team/students.
- Student:Adult ratios should be followed: Elementary 10:1 Secondary 15:1
- Sponsors and coaches shall be trained annually to administer medication

Checklist:

Sponsor/Coach Name: Danna Robinson Cell Number: (270) 860-0455

Date of Departure: 9/13/2023 Time of Departure: 11:30 am.

Date of Return: 9/14/2023 Expected Time of Return: 4:00 pm

Adequate Supervision (meets ratio criteria)

Please List Names of Chaperones

Obtain parent/guardian permission forms

Athletic teams/clubs do not need to get a separate permission form for every trip. One at the beginning of the season/year from each student is sufficient

Notify school cafeteria manager of any lunch needs

Follow all Transportation Department guidelines for bus trips

All requests must be in the trip system at least five days prior to the date of departure

Understand any student's medication needs and/or medical conditions

Coaches must carry all player's physicals on any away and overnight trips

Attach a trip list of students to the principal/designee and a rider's list to the bus driver

Rider's list must contain all rider's names and an emergency contact name and number

Attach and itinerary

Other specific needs: _____

Dana K

Signature of Person submitting form

Amanda Lacia

Signature of Principal/Designee

This form must be submitted 10 days prior to the date of the trip to the principal or designee.

A. Janso

August 21, 2023


Dear School Board Members,

On Wednesday, September 13-14, 2023 HCHS FBLA is asking permission to take 1 student to the Kentucky FBLA State Executive Council Meeting in Louisville, Kentucky at Fairfield Inn Louisville East. The student will be accompanied by Danna Robinson..

We will leave Henderson County High School at 11:30 p.m. on Wednesday and return on Thursday afternoon around 5 p.m.

The student that is requesting to be able to attend is Brooklyn Burris. Brooklyn is currently serving as FBLA Region 1 President. Brooklyn Burris and Danna Robinson also serve on the State FBLA Executive Council.

Thanks,


Danna Robinson

Schedule for State Executive Council Meeting
9/13/2023-9/14/2023
Fairfield Inn Louisville East

Depart HCHS: 11:30 a.m.

Meet other officers and advisers for dinner at 3:30 p.m. CDT in Louisville.

Arrive at hotel 4:00 p.m. CDT on 1/12/21

Check-In: 4:15p.m. (Debbie Barnett and Connie Witt will pass out the keys to the rooms. Students will be sharing rooms with each other)

Region and State Officer Photos: 5:00 p.m.

Meetings start at 5:30 p.m. that evening.

Begin meetings again the next morning and conclude in the afternoon.

Departure hotel 3:00 p.m. EST

Arrival back to HCHS: 4:00 p.m. CDT



Trip ID#:

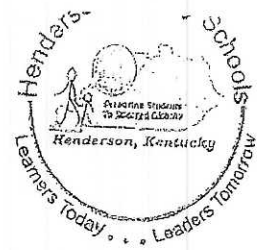
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Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Danna Robinson		
Date Submitted:	8/21/2023	School:	HCHS
Group:	FBLA		
Funding Source for Trip Cost:	LOVF		
Destination:	Louisville, KY		
Purpose of Trip:	FBLA State Executive Council Meeting		
Date(s) of Trip:	9/13/23 - 9/14/23		
	Departure Time (CST)	Arrival Time (CST)	
To the Event:	11:30 AM/PM	2:30	AM/PM
On Return Trip:	2:00 AM/PM	4:00	AM/PM
Street:	Blankenbaker Road, 1220 KY Mills Drive		
City, ST:	Louisville, Ky	ZIP	40299
Number of Students	1	Number of Adults	1 Total: 2
Number of Vehicle(s) Required:	Bus	SUV	1 Car
	Will you require a handicap-accessible bus?		Yes No
	Does the driver need to remain with group during the event?		Yes No
Emergency Contact Number of Sponsor:	(270) 860 - 0455		
Additional Requirements:			
Medical Needs:			
Employee Signature:	<i>Danna Robinson</i>		

Office Use	ORG:		PROJ:	
	Principal Approval:	<i>Amanda Lacer</i>		
	Date of Approval:	8/23/23		



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Checklist:

___ Sponsor/Coach Name: Krissy Lancaster Cell Number: 731-415-5796

___ Date of Departure: Nov. 1, 23 Time of Departure: 7:00 AM

___ Date of Return: Nov. 3, 23 Expected Time of Return: 5:30 pm

___ Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones**** Krissy Lancaster
JT Payne

___ Obtain parent/guardian permission forms

****Athletic teams/clubs do not need to get a separate permission form for every trip. One at the beginning of the season/year from each student is sufficient****

___ Notify school cafeteria manager of any lunch needs

___ Follow all Transportation Department guidelines for bus trips

****All requests must be in the trip system at least five days prior to the date of departure****

___ Understand any student's medication needs and/or medical conditions

****Coaches must carry all player's physicals on any away and overnight trips****

___ Attach a trip list of students to the principal/designee and a rider's list to the bus driver

****Rider's list must contain all rider's names and an emergency contact name and number****

___ Attach and itinerary

Other specific needs: _____

Krissy Lancaster
Signature of Person submitting form

Amanda Lacer
Signature of Principal/Designee

This form must be submitted 10 days prior to the date of the trip to the principal or designee.

September 7th, 2023

Dear Dr. Lawson and Board Members,

The Henderson County FFA would like to seek approval for the following overnight/out of district trips.

National FFA Convention October 31 - November 3rd, 2023

Location: Indianapolis Convention Center, Indianapolis, IN

The Henderson County FFA is seeking approval to take ten students to the National FFA Convention. Four students will be competing in the National Veterinary Science Contest. Two students will be recognized during a session for our National Three Star Rating. All students will be attending leadership workshops, career fair and spectate at national level career development events that are sponsored by the National FFA Organization.

These events are an important part of our program of activities. All FFA trips are funded by our FFA Activity Account. If you have any further questions please feel free to contact me. Thank you for your time.

Respectfully Submitted,
Kristy Lancaster
Henderson County High School
Agriculture Instructor/FFA Advisor



Trip ID#: 04547

Henderson County Schools

Transportation Request for Extracurricular Trips

Requested by:	Kristy Lancaster		
Date Submitted:	7-21-23	School:	HCHS
Group:	FFA		
Funding Source for Trip Cost:	FFA		
Destination:	Indianapolis, IN		
Purpose of Trip:	To attend National FFA Convention		
Date(s) of Trip:	Nov. 1-3, 2023		
	Departure Time (CST)		Arrival Time (CST)
To the Event:	7:00	AM/PM	10:30 AM/PM
On Return Trip:	2:00	AM/PM	5:30 AM/PM
Street:	100 South Capitol Ave.		
City, ST:	Indianapolis, IN	ZIP	46225
Number of Students	10	Number of Adults	2 Total: 12
Number of Vehicle(s) Required:	Bus	SUV	2 Car
	Will you require a handicap-accessible bus?		Yes <input type="radio"/> No <input checked="" type="radio"/>
	Does the driver need to remain with group during the event?		Yes <input checked="" type="radio"/> No <input type="radio"/>
Emergency Contact Number of Sponsor:	(731) 415-5796		
Additional Requirements:			
Medical Needs:			
Employee Signature:	Kristy Lancaster		

Office Use	ORG:		PROJ:	
	Principal Approval:	Amanda Lacer		
	Date of Approval:	7/24/23		

LOVE

August 25, 2023

Henderson Board of Education
1805 Second Street
Henderson, KY 42420

Dear Board Members

I am pleased to inform you that our chapter of DECA will compete at the DECA Regional Career Development Conference in January of 2024. I expect that several DECA students will qualify to compete at the DECA State Career Development Conference (SCDC) and possibly the DECA International Career Development Conference (ICDC)!

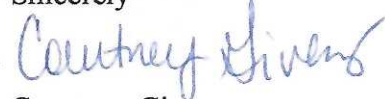
SCDC will be held March 3 - 5, 2024 at the Galt House in Louisville, Kentucky.

ICDC will be held April 27-30, 2024 in Anaheim, California.

I am seeking permission for Mrs. Marilyn Dorsey, myself, and other chaperones as necessary, to accompany qualifying students on these overnight trips. Of course, we will also obtain parental permission and follow other field trip procedures and policies..

Thank you for considering this matter.

Sincerely



Courtney Givens

enclosure





Trip ID#: 04044

Henderson County Schools

Transportation Request for Extracurricular Trips

ICDC
4/27/24

Requested by:	Courtney Givens		
Date Submitted:	8/23/23	School:	HCHS
Group:	DECA		
Funding Source for Trip Cost:	LOVF		
Destination:	NASHVILLE AIRPORT		
Purpose of Trip:	ICDC DECA		
Date(s) of Trip:	4/20/24 - 5/1/24		
	Departure Time (CST)		Arrival Time (CST)
To the Event:	6:00	AM / PM	8:00 AM / PM
On Return Trip:	6:00	AM / PM	8:00 AM / PM
Street:	AIRPORT		
City, ST:	NASHVILLE, TN	ZIP	
Number of Students	4	Number of Adults	2 Total: 6
Number of Vehicle(s) Required:	Bus	SUV	1 Car
	Will you require a handicap-accessible bus?		Yes No
	Does the driver need to remain with group during the event?		Yes No
Emergency Contact Number of Sponsor:	(270) 635-5417		
Additional Requirements:	None		
Medical Needs:	None		
Employee Signature:	Courtney Givens		

OFFICE USE	ORG:	0602118C	PROJ:	106J
	Principal Approval:	Amanda Lacer		
	Date of Approval:	8/29/23		



278 S. Main St.
Henderson, KY 42420
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Henderson, KY 42420

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Checklist:

Sponsor/Coach Name: Chelsie Staples Cell Number: 270 577.3330

Date of Departure: Mar 4, 2024 Time of Departure: 8 AM

Date of Return: Mar 11, 2024 Expected Time of Return: 7 PM

Adequate Supervision (meets ratio criteria)

****Please List Names of Chaperones****

Obtain parent/guardian permission forms

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Notify school cafeteria manager of any lunch needs

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Attach and itinerary

Other specific needs:
C. Staples
Signature of Person submitting form

Amber Thomas
Signature of Principal/Designee 9/5/23

This form must be submitted 10 days prior to the date of the trip to the principal or designee.

TO: NDA Nationals (Hilton Orlando)
Orlando, FL.
JV & Varsity HHS Dance Team